

Advertisement No. 2026/23

Applications are invited for the following posts tenable at Mumbai.

Sr. No.	Name of the post	Reservations						Age Max.	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS		
1	Project Laboratory Assistant (B)	1	0	0	0	0	0	28	Consolidated Pay (Includes HRA); 41,100/-
2	Project Scientific Officer (B)	1	0	0	0	0	0	28	Consolidated Pay (Includes HRA); 84,200/-
3	Project Clerk (A)	1	0	0	0	0	0	45	Consolidated Pay (Includes HRA); 41,100/-
4	Project Clerk (A)	1	0	0	0	0	0	45	Consolidated Pay (Includes HRA); 41,100/-
5	Project Work Assistant	1	0	0	0	0	0	45	Consolidated Pay (Includes HRA); 32,300/-

Abbreviation: UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; EWS – Economically Weaker Section; PwBD - Persons with Benchmark Disabilities; TME – Total Monthly Emoluments.

1 PROJECT LABORATORY ASSISTANT (B) [AIR CONDITIONING] – ONE POST – UNRESERVED

Qualification & Experience:

(a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Air Conditioning.

OR

(a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Air Conditioning trade.

Desirable Experience: One year experience in Air Conditioning trade.

Selected candidate will be required to work in shift duties.

Mode of recruitment: Written test and trade test.

2 PROJECT SCIENTIFIC OFFICER (B) – ONE POST – UNRESERVED

Qualification & Experience:

(a) Full Time M.Sc./M.S. (from a recognized University/Institute with aggregate of 60% marks) in Physics/Mathematics/Computer Science or any related subject/discipline in theoretical / mathematical sciences

OR

(a) Full-time B.E./B.Tech. (from a recognized University/Institute with aggregate of 60% marks) in relevant subject/discipline.

(b) Professional experience related to science communication using online multimedia or web design tools

Job Profile:

1. To help the faculty members / postdocs / students in creating scientific presentations or teaching material for advanced topics, especially with the use of graphics and animations, for a wide range of audience
2. To categorize, index and maintain the database of all kinds of such materials, from technical talks to teaching materials and public talks.
3. To create and maintain a portal via which the database would be shared to the rest of the world, along the lines of similar portals maintained by prominent international organizations
4. To establish a systematic and sustained effort to engage with interested members of civic society on a regular basis, perhaps by establishing a “friends of TIFR” society.
5. To identify opportunities for highlighting research output of the TIFR members, organize events which may lead to fundraising for TIFR.
6. To improve and publicize the YouTube channels, with the aim of making it a leading repository of scientific lectures for the international community.
7. To enhance the presence of TIFR on social media like Facebook, Twitter, Instagram, etc, which will increase the online reach of TIFR activities and help disseminate the TIFR research widely.
8. To assist with the writing, editing, or formatting of non-technical summaries for departmental annual reports and grant proposals.
9. To coordinate with the Science Communication Cell of TIFR for highlighting research at TIFR, through articles, interviews, multimedia, information brochures, newsletters, etc.

Desirable Qualification and Experience:

1. Full-time ME/MTech (from a recognized University/Institute with aggregate of 60% marks) in Physics/Mathematics/Computer Science or any related subject/discipline in theoretical / mathematical sciences
2. Experience with web designing, creating videos, and multimedia using AI-based tools
3. Familiarity with word-processing, photo-editing, video-editing and content management software.

4. Experience of working with a research institute/body, in its science communication /outreach activity
5. Excellent written and verbal communications skills (in English), with proven ability to write and copy-edit varied types of content for a diverse audience;
6. Background and interest in theoretical sciences relevant to TIFR Colaba
7. Organisational skills, ability to work in a group.

Mode of Recruitment: Written Test, Skill Test and Personal Interview.

3 PROJECT CLERK (A) – ONE POST – UNRESERVED

Qualification & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization

Job Profile:

Inventory Management, Documentation and Records, Storekeeping, Clerical support, Digitalisation of all records.

Desirable Qualification and Experience:

Graduation in any field with Basic Knowledge of Store Keeping Procedures.

Mode of Recruitment: Written Test and Skill Test.

4 PROJECT CLERK (A) – ONE POST – UNRESERVED

Qualification & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization

Desirable:

- (a) Candidate with experience as Clerk or similar position in Government/ Semi-Government/ Autonomous Bodies/ PSU's will be preferred.
- (b) Proficiency in MS Word, MS Excel and data-based management supported by certificate from the government recognized institution.

Mode of Recruitment: Written Test and Skill Test.

5 PROJECT WORK ASSISTANT – ONE POST – UNRESERVED

Qualification & Experience:

- (a) S.S.C. OR Equivalent (Central/State Board Examinations).
- (b) Minimum One year experience

Desirable:

- (a) Candidate with experience as multi-tasking staff (MTS) or similar work experience in Government/ Semi-Government/ Autonomous Bodies/ PSU's will be preferred.
- (b) Prior knowledge of event management related work / On-site logistics arrangements.

Role & Responsibilities:

- (a) The selected candidate will work under the supervision of PRO / AO (B)
- (b) Job involves co-ordinating with BMC, PWD, Mumbai Fire Brigade, MTNL, Commissioner of Police officials in regard to necessary clearances and licence renewal of Homi Bhabha Auditorium.
- (c) Logistic arrangements for conferences, public lectures, VIP visits, Educational visits etc.

Mode of Recruitment: Written Test and Skill Test.

General Information:

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for all the above posts are liable to be transferred to other Centers/Field Stations of the Institute, if required.
3. The appointment for the above posts is temporary and non-pensionable and may be renewed each year up to a total period of three years depending upon performance. The candidate will not have any right / claim for any temporary / permanent appointment in the Institute either during or after the project period.
4. Selected candidates for all the above posts will be required to work on Saturdays/Sundays and holidays, as per the exigencies of the Institute.
5. Selected candidates for all the above posts will be required to work in shift as and when required.
6. The applicant's age must not exceed the prescribed limit as on the closing date for the receipt of applications. Age relaxation as per rules.
7. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
8. **Applications from the candidates will be accepted ONLY ON-LINE**
 - i) Applicants from Government/Semi-Government/ Public Sector Undertaking/Autonomous bodies, if called, will be able to participate in the recruitment process only upon submission of NOC from the competent authority, at the time of selection process.
9. Incomplete online applications will not be considered.
10. **On-Line applications must be submitted by September 15, 2026.**

11. The candidates are required to produce the following original documents with copies at the time of recruitment process:

- a. Printout of online application form.
- b. Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License).
- c. Date of birth/Proof of age.
- d. Educational Qualification (all mark sheets and certificates).

In case Universities/Board award letter grades/CGPA/OGPA/CGPI, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered. While submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA/CGPI to equivalent percentage of marks.

- e. Experience certificate/s.
- f. Character certificates from two respectable people.
- g. SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
- h. PwBD candidates applying for the unreserved post should be suffering from not less than 40% of the disability for the benefit of age relaxation. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format.

12. A) Outstation candidates called for recruitment process for the post at sr.no. 2 will be paid single first class (non-air conditioned)/III Tier A/C return fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.

"If you travel by air, you are required to purchase air tickets ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes".

13. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.

14. Before applying for the post, the candidate should ensure that they fulfill the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.

15. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.


